

**Policy Title:** Student Change in Residency Status Policy

**Approved by:** Campus Director

**Executive(s) Responsible:** Director, Student Services/Registrar; Associate Director, Admissions

**Administrator(s) Responsible:** Admissions Officer(s); Registration Coordinator(s)

**Revision Date:** November 27, 2024

**Effective Date:** May 5, 2023

**Next Review Date:** December 31, 2026

**Institution Number:** 4119

## Background & Scope

The Canadian College of Technology and Business' (CCTB) program fees are based on students' residency status.

The Policy only applies to CCTB students who are enrolled and registered. Incoming students must follow the CCTB Admissions Policy.

## Purpose of the Policy

This policy outlines the process and conditions by which students can claim price adjustments to their tuition after having recently gained Permanent Resident/Approved Refugee/Citizen status.

## Policy Statement

The student must be in Good Academic Standing according to the CCTB Academic Standing, Promotion, and Graduation Policy to be approved for tuition adjustments.

Requests for changing residency status must be made within thirty (30) days of a program start as stipulated in the enrolment contract to be eligible for domestic tuition.

Requests for changing residency statuses that are made after thirty (30) days will not be considered eligible for domestic tuition, and international tuition fees will be charged.

The Director, Student Services/Registrar holds the final authority to approve tuition adjustments based on a student's change in residency status.

Students must not have any overdue tuition amounts before making a request for a tuition adjustment.

## 1. Status Change Process

Any Residency Status Change Requests will follow the steps outlined below:

1.1. Students must submit evidence of their most updated status to CCTB Registrar's Office: [registration@canctb.ca](mailto:registration@canctb.ca) within thirty (30) days of program start date on the enrolment contract

1.2. Accepted documents for domestic tuition adjustment:

- **Canadian Citizen**: Passport, citizenship certificate;
- **Permanent Resident**: Confirmation of PR document, PR card, PR appointment letter;
- **Refugee/Asylum Seeker**: Refugee Protection Claimant Document issued by the IRCC

1.3. The Registrar's Office will forward the request to Student Finance to conduct tuition adjustment for domestic fees.

1.4. CCTB Admissions will send an updated student enrolment contract and invoice to reflect domestic fees.

1.5. The Registrar's Office will update provincial student records to reflect change in student residency status as stipulated in the Student Records Policy.

## Definitions

**Domestic student:** Any student who is a Canadian Citizen, a foreign national who is a Permanent Resident or a Convention Refugee/Refugee Claimant.

**International student:** A foreign national who is studying at CCTB with an authorized permit

## Related Policies

Policy Name	Policy Number
Admissions Policy	
Academic Standing, Promotion, and Graduation Policy	
Student Records Policy	

## Document History

Date	Approval/Review/Key Change(s)
27 Nov 2024	Changed refugee claimant document (RPCD) types issued by Refugee Board of Canada / IRCC - IRB